

**Sample Letter:**

Dear {*Manager/Employer Name*},

I'm writing to ask for approval to attend Indspire's *National Gathering for Indigenous Education* taking place November 21 & 22 in Toronto, Ontario. The National Gathering for Indigenous Education brings together educators and partners from across the country to share their experiences and strategies for educating K-12 Indigenous students. The theme this year is "Transforming and Healing Through Education."

I envision that my attendance at NG2019 will strengthen our organization in the following three ways:

1. I will be able to select from 25 educational workshop sessions that directly support the work of our organization.
2. Keynote speakers and respected leaders will share successful practices and research with a focus on the impact of education on Indigenous students.
3. Networking is highly encouraged at the *National Gathering* and I will have the opportunity to create connections and relationships with other educators from across Canada who are working in the same field.

The Early Bird registration fee is \$549 {*insert the ticket price/package you'd prefer. There are also options that include the pre-conference gathering that may be of interest to you*}. There will be additional travel and hotel costs but I will do my best to stay within a mutually agreed upon budget. In addition, the conference organizers have secured special hotel rates along with discount on airfare.

I realize this is a significant investment in my professional development and I would be happy to write a post-conference report detailing what I've learned and how to best implement any new changes. You can learn more about the event at <https://indspire.ca/national-gathering/>. Please let me know if you have any questions or concerns.

Thank you for considering this request. I look forward to your reply.

{*Your Name*}